



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Agency: Indiana Department of Child Services		BU: 00502
Division: Permanency and Practice Support		Section/District: Central Office
Job Title: Governor's Summer Intern		Job Code: 2WST
Working Title (if different from above): DCS Permanency and Practice Support Intern		
Reports To: Deputy Director of Permanency and Practice Support		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date: February 2012
Job Opening ID# : 577634		

Purpose of Position/Summary:

The Intern will report to the Assistant Deputy Director of Practice Support and will assist with several projects within the Practice Support division, but specifically Permanency Roundtables and the Safely Home, Families First initiative.

Essential Duties/Responsibilities:

- Assist the Permanency and Practice Support division in the ongoing initiative of achieving permanency for children.
- Assist in the organization and implementation of Permanency Roundtables, Permanency Teams, Permanency Options and the Youth Connections Program.
- Assist in the coordination and follow up of data upon the conclusion of a Permanency Roundtable.
- Analyze barriers that may exist and work with key individuals in each of the regions to remove these barriers.
- Assist in the research of child welfare policies and trends based on best practice, federal and state law, and administrative rules.
- Review policies through the lens of permanency and Safely Home, Families First to identify gaps in recommend policies/procedures to eliminate these gaps.
- Assist in the development of an annual report to review the success of Permanency Roundtables.

Job Requirements:

- Relevant knowledge and expertise of Child Welfare.
- Basic understanding psychological/social science related statistics.
- Good writing skills.
- Ability to consult with DCS staff, clarifying and interpreting all procedures and practice guidance related to policy creation and revision.
- Ability to evaluate federal and state statutes into practical applications.
- Ability to relate to diverse groups.
- Ability to utilize personal vehicle and travel within the state limits.

Difficulty of Work:

The work performed will require critical thinking and analysis skills. The Intern will use knowledge of child welfare policies and practices in order to review carryout the job duties.

Responsibility:

The Intern will assist with projects relating to the quality improvement review process, qualitative and compliance reviews, child welfare best practice research, and policy reviews. Guidance will be provided by management within the Permanency and Practice Support division.

Personal Work Relationships:

The Intern will work with staff from the Permanency and Practice Support division, as well as others from within the agency's central office.